

CHAPTER ELIGIBILITY & CASE MANAGEMENT

18-MONTH REASSESSMENT

General Information

The County of San Diego has adopted the State option of authorizing exceptions to the standard 12-month reassessment. Reassessments for IHSS, PCSP, or IPO cases can be extended to, but cannot exceed, 18 months in total. Current State guidelines do not allow any extension of a reassessment for more than the 18-month time period. Reassessments can be authorized for less than the standard 12 months if the IHSS Social Worker has information indicating that the recipient's need for services is expected to decrease in less than 12 months.

IHSS cases must meet all of the following conditions to qualify for an 18-month reassessment:

- The case is PCSP or IPO
- The recipient has had at least one additional reassessment since the initial intake
- The recipient's living arrangement has not changed since the last annual reassessment
- The recipient lives with others, or has regular meaningful contact with individuals other than the recipient's provider (i.e. people who know the client such as family members, neighbors, church members, etc.)
- The recipient, (or if a minor, his or her parent or legal guardian, or if incompetent, his or her conservator) is able to satisfactorily direct the recipient's care
- There has been no change in the recipient's supportive service needs within the previous 24 months
- No reports have been made to and there has been no involvement of Adult Protective Services agencies, to the best of our knowledge, since the last IHSS assessment
- The recipient has had the same provider(s) for six months
- The recipient *has not* reported a change in his or her need for supportive services that requires a reassessment
- The recipient, to the best of the worker's knowledge, has not been hospitalized within the last three months

If any of the above criteria is questionable, the Social Worker must contact the IHSS recipient for clarification.

Social Worker Responsibilities

The IHSS Social Worker must have Supervisor approval before extending a case for an 18-month reassessment. If the case is not approved for an extension, the standard 12-month reassessment must be completed within the expected timelines. The Social Worker will:

1. Review the monthly IHSS/Case Management, Information and Payrolling System (CMIPS) "*Assessment Due Face to Face Listing*" report (Attachment)
2. Identify cases that may qualify for an 18-month extension
3. Complete the 12-12 HHSA *IHSS 18-Month Reassessment Approval* form (Attachment) for each identified case
4. Enter the required information into CMIPS II
5. Submit the form and forward the case to the Supervisor for review and approval

After approval, the new 18-month reassessment due date will appear on the monthly IHSS/CMIPS II Assessment Due Listing report. The case must be reassessed at that time using standard procedures.

Social Work Supervisor Responsibilities

The IHSS Social Work Supervisor is responsible for reviewing all cases that will be extended to an 18-month reassessment period. He/she will review and compare the information on the 12-12 HHSA *IHSS 18-Month Reassessment Approval* to the information found in the case file and in CMIPS II. If the case qualifies for the 18-month extension, the supervisor will authorize the extended reassessment by signing the form and approving the reassessment in CMIPS II.

If the case does not meet the requirements for an 18-month reassessment, the supervisor will deny the extension and instruct the Social Worker to complete the reassessment prior to the end of the eligibility period.